

Job description

Title of post:	Events executive (intern) – Circular Economy Week 2020
Accountable to:	Head of Programme, Circular London
Reporting to:	Head of Communications & Behaviour Change
Direct reports:	None
Key contacts:	<p>CE Week delivery partners including venues; production companies; web developers; PR agencies and other suppliers delivering events, campaign and communications activity.</p> <p>CE Week volunteer network and delegates drawn from across London's local government, business and academic communities.</p> <p>Event partners, sponsors and speakers including local government representatives, finance and business leaders/managers across various sectors, educational bodies and other influencers in London's circular economy networks and beyond.</p>
Period:	2.5 – 3 months (start date preferably mid-April but 1 st May 2020 latest; end date early July 2020)
Hours:	Full time (37 hours per week)
Location:	The officer will be based at LWARB's offices, which are located at 69 Wilson Street, London EC2A 2BB (near Moorgate tube station). Travel to events and meetings across London will be required throughout the placement.
Job Grade & Salary:	Grade 1, £21,353
Annual leave:	30 days per year {Pro rata} plus bank holidays

Pension	4% Contribution (matching employee contribution) to workplace pension
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Main purpose of job

To work with the Corporate Communications Lead and wider CE Week team to deliver a high impact CE Week 2020.

Key tasks and responsibilities

The main responsibilities will be:

1. To assist, under the guidance of the Corporate Communications Lead, the Head of Communications & Behaviour Change and the Head of Programme (Circular London), in the delivery of the third Circular Economy Week run in London by LWARB, including:
 - update and maintain the calendar of events running during the week on the CE Week microsite;
 - share event updates and listings on our social media platforms to promote attendance and key messages around cities and circular economy;
 - reach out to potential satellite event organisers to grow the number of events taking place during the week compared to last year;
 - liaise with satellite event organisers to ensure that their listings are up-to-date and impactful on the CE Week microsite, with all necessary information;
 - co-ordinate volunteers on behalf of the CE Week team, ensuring that they are deployed effectively and communicated with well;
 - provide event logistics support to the LWARB team in setting up and running both the cornerstone events during the week and smaller, programme-led events at venues across the capital;
 - manage invitation processes and keep speakers, panellists and delegates up-to-date with the schedule and any logistical requirements;
 - ensure that live-streaming and digital platforms for running the event are fit for purpose and trouble-shoot as required;
 - manage venue and speaker requirements relating to LWARB events including presentation support;
 - co-ordinate content production relating to the week, including blogs, articles, social media posts and press releases (both our own and contribution to others');
 - co-ordinate contributions to videos, podcasts and other digital content created during the week;
 - gather data during the week around attendances, social media reach and other key metrics to ensure that we can measure the impact and reach of the week's events, social media and PR activity.
2. To work with partners across London to share and grow the week, under the guidance of the wider team.
3. To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job.

Other duties

- Work with the wider LWARB team to ensure the whole organisation supports and contributes to CE Week 2020.

Specific education or training requirements

No specific training or educational qualifications are required for this position.

Knowledge, skills and experience

	Essential	Desirable
1. Excellent literacy, numeracy and communication skills.	X	
2. Experience of using IT systems including MS Outlook, word-processing, spread sheets and databases.	X	
3. Experience and working knowledge of digital and social media platforms, including Twitter, LinkedIn and YouTube	X	
4. Experience of working collaboratively with a large number of stakeholders.		X
5. Experience of event management, digital and social media delivery and content production.		X
6. An understanding and knowledge of London's business community and sustainability issues.		X
7. Excellent time management and organisational skills.	X	
8. An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.	X	

Competencies

Competency	Description
Making effective decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. It's about reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information. Leaders will aim to maximise impact and return on investment while minimising risk and balancing a range of considerations to provide sustainable outcomes.
Collaborating and partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside LWARB, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.
Managing a quality service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse stakeholder needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for LWARB services.
Delivering at pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.